

RMS~~CONFIDENTIAL~~

Chief, Management Staff

12 June 1959

Chief, Records Management Staff

Weekly Report for Week Ending 10 June 1959

1. Contributionsa. Tangible

- (1) The Records Center received 223 cu. ft. of inactive records from seven offices.
- (2) Sixty-nine cu. ft. of inactive records were destroyed. 638 remain for destruction.
- (3) Completed two new and six revised forms. Made one form obsolete.
- (4) Assisted the Office of General Counsel in retiring six cu. ft. of records.
- (5) Completed the Records Control Schedule for FED. The following items are of particular significance:
 - (a) Only 1 1/4% of the 2,532 cu. ft. of records are permanent.
 - (b) There has been a net increase of 1% of records holdings since the first schedule was prepared in 1954.
 - (c) Fifty-two "bootleg" forms were discovered in the course of preparing the revised schedule.
 - (d) The recent replacement of file equipment resulted in an increase in space. Additional space can be made available by removing unclassified materials from the safe type equipment.

b. Intangible

- (1) Participated in the Support Service Exhibit and briefed approximately 25 visitors. Distributed 25 pieces of Program material.
- (2) Submitted to the Chief, RI, interim report on the two

~~CONFIDENTIAL~~

BEST COPY
Available

6/17/98

CONFIDENTIAL

a. Amalgamate - Action

c. Form

- (1) Form now and 22 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Standard Forms. ✓
- (5) Uniform Information Report. ✓
- (6) New Building Project. Additional copies of Badge Code Chart prepared for use by contractors.
- (7) Agency Chain Envelope. ✓
- (8) Expedited Printing of Information Reports. ✓

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2) [redacted] Contact Division. ✓
- (3) Office of Security. ✓
- (4) OSA. Office of Security advises that modification to existing secured area required before installation can be made.
- (5) OTR. Approval of one installation concurred in by Security. Two additional installations awaiting approval.

c. Filing System

- (1) FMS. ✓
- (2) Office of Communications. Review of Functional Filing System proposed by Communications. ✓

d. Audit and Revision of Record Control Schedule

- (1) CO/PMD. See 1.a. (5)..
- (2) Executive Registry. ✓

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220006-1

e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes. ✓
- (2) DD/P Report Records. ✓
- (3) Predecessor Agency Records. | Draft of inventory in process.
- (4) Revision of Training Material to be used by GSA. / Forwarded unclassified version of Handbook on Subject Filing to GSA for their use in the Interim Assignment Branch. ✓

f. Vital Records

- (1) Received approval from the Secret Control to destroy certain obsolete deposits in the Vital Materials Repository.

g. None

None.

25X1

Distribution:

Orig. - Addressee

25X1

1	-	
1	-	
1	-	
1	-	
1	-	
1	-	
1	-	RMS (RECORDS -1 June-Dec 1959)

25X1

Mgt/S/RMS 4 [redacted] fjm (12 June 1959)

RECORDED

CONFIDENTIAL

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220006-1